

## BUDGET (12)

### *AGENCY PLAN MISSION, GOALS AND BUDGET SUMMARY*

#### AGENCY MISSION:

The mission of the Budget Department is to compile and monitor all necessary financial planning information and make recommendations so that the City Administration can efficiently deliver quality services to preserve the public safety, promote economic development and strengthen the financial base of the City.

#### AGENCY GOALS:

1. Develop quality Departmental and Citywide financial plans.
2. Monitor conformity of Departmental activities with financial and operations plan.
3. Assist in the ongoing formulation of the Administration's priorities through systematic communication of quality fiscal analyses.
4. Provide efficient quality and user-friendly services to departments.

2003-04 <u>Requested</u>		2002-03 <u>Budget</u>	2003-04 <u>Recommended</u>	Increase (Decrease)
\$ 3,396,788	City Appropriations	\$ 2,982,363	\$ 3,312,519	\$ 330,156
\$ 3,396,788	Total Appropriations	\$ 2,982,363	\$ 3,312,519	\$ 330,156
\$ 3,396,788	NET TAX COST:	\$ 2,982,363	<u>\$ 3,312,519</u>	\$ 330,156

#### AGENCY EMPLOYEE STATISTICS:

2003-04 <u>Requested</u>		2002-03 <u>Budget</u>	04-01-03 <u>Actual</u>	2003-04 <u>Recommended</u>	Increase (Decrease)
<u>33</u>	City Positions	<u>32</u>	<u>33</u>	<u>31</u>	(1)
33	Total Positions	32	33	31	(1)

#### ACTIVITIES IN THIS AGENCY:

	2002-03 <u>Budget</u>	2003-04 <u>Recommended</u>	Increase (Decrease)
Budget Operations	\$ 2,982,363	\$ 3,312,519	\$ 330,156

## **BUDGET (12)**

### ***BUDGET OPERATIONS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION:**

The Budget Department is primarily responsible for the preparation of the annual operating and capital improvement budgets and the biennial five-year capital agenda. Critical functions are monitoring City revenues and expenditures throughout the fiscal year, and relating financial activity to the plan expressed by the budget and to the long-term strategic direction set for the City. Development, implementation, and coordination of management information systems are essential to all aspects of financial planning and control. Budget Department staff coordinate city employee travel, employee telecommunications approvals, and perform management audits of City operations as staffing levels permit.

#### **GOALS:**

1. Develop quality Departmental and Citywide Financial Plans.
  - Departments have meaningful involvement in development of Departmental plans.
  - Budget staff analyzes proposals and develops needed alternatives.
  - Citywide plans reflect a special focus on the Mayor's "Kids, Cops and Clean" priorities and are consistent with the overall strategic direction set for the City.
2. Monitor conformity of Departmental activities with financial and operations plans.
  - Budget staff spends an adequate amount of time with Departmental representatives.
  - Budget variances are explained and, where possible, predicted.
3. Assist in the ongoing formulation of the Administration's priorities through systematic communication of quality fiscal analyses.
  - Budget leadership is in regular/ongoing and useful dialogue with Administration about its policy directions.
  - Budget staff has special focus on the Mayor's service priorities in ongoing analysis (pro-active).
4. Provide efficient, quality and user-friendly services to departments.
  - Staff are trained and oriented to their responsibilities.
  - The Department offers useful management information to Departments and the Administration.
  - The Department spends less time on processing activities.

#### **MAJOR INITIATIVES:**

In the current fiscal year, Management and Information Systems Division staff have worked with the City's Travel Agent, Passageways Travel, to extend their service agreement in light of the dramatic changes in the travel industry post- 9/11. The booking fees increased from \$20 to \$35 per ticket effective December 2002, consistent with local travel agent increases. By the end of the current fiscal year, we expect to have a Quick Start agreement in place with Northwest Airlines for 5% discounts on employee flights. In the coming fiscal year, we will continue to evaluate travel arrangement options with an eye on industry changes.

Telecommunications approvals were transferred from ITS to Budget in 2002-03. Based on an analysis of current services throughout the city, inactive cellular and pager accounts will be deactivated starting in Spring of 2003. Staff will commission an inventory of landlines in order to begin tracking service usage to programs. In 2003-04, as the inventories are completed, a new telecommunications usage policy for city agencies will be drafted and issued.

Budget staff continue to support the Vehicle Management Steering Committee, initiated in July 2001, and to represent the Department on the City Council Budget Monitoring Task Force. The Budget Director and Deputy Budget Director share a seat on the Vehicle Steering Committee, and Policy Analysis Division staff continue to refine the agency planning process and provide research and information to the Committee. Until the Fleet Manager position is filled and the Fleet Management Unit fully operational, Budget will continue to staff the Committee.

## **BUDGET (12)**

The Annual Public Budget Meetings were held in October 2002. The Citizen Survey period (September 1 through November 1) produced more than 800 surveys. These findings were compiled into the Citizen Budget Program report, which was presented to Council, participating departments, key Executive Branch officials, and all those attending the public meetings. The Citizen Budget Program will be the platform for continued public outreach in the form of these meetings and public information materials. Additional copies of reports were prepared, and made available on the city's website.

The Budget Department continues to be a leader in the City's application of new technologies, and is developing an Intranet site to facilitate budget development, telecommunications and travel approvals, and policy information flow among city agencies. The site will roll out in the 2003-04 fiscal year, and we expect it will help clarify the role of the Budget Department and be an important tool to support city agencies' activities.

Budget staff lead BRASS training sessions and the Budget Request Seminar for agencies in the Fall of 2002. These sessions continue to be associated with training manuals and are well-attended. We are in the fifth year of using Windows-based BRASS; software updates are received without charge and assure compatibility with new Oracle versions of DRMS.

### **PLANNING FOR THE FUTURE:**

We would like to redesign our Executive Budget to make information easier to use. The success of the eBudget has not reduced the burdens of printing, and staff are exploring other technologies for distribution, storage and retrieval. We also continue to look at ways to increase agency compliance with critical budget development deadlines, such as the submission of agency Requests each December and agency narratives in February.

Integrating geographic information systems (GIS) capability into our budgetary planning, in order to assist the administration in the use of administrative districts as tracking and planning tools.

## BUDGET (12)

### BUDGET OPERATIONS MEASURES AND TARGETS

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Develop quality departmental and city-wide financial plans: Agencies attending Budget Request Seminar	40	42	34	40
Monitor conformity of Departmental activities with financial and operations plan: Estimated General Fund surplus/deficit as % actual	N/A	99%	99%	99%
Team site visits to departments	60	75	35	75
Assist in the ongoing formulation of the Administration's priorities related to the Core Services through systematic communication of quality fiscal analyses: Total citizen participation in the annual Citizen Budget Program	203	461	906	1,000
Management Audit reports completed	3	4	4	4
Provide efficient, quality and user-friendly services to departments: Average number of days turnaround on Personal Service contracts	10.31	13.8	14	10
Average number of days turnaround on personnel letters	12.33	17.7	15	10
Average number of days turnaround on Finance/Council letters	17.88	10.9	11	10
Average number of days between travel request and approval	6.775	6.93	6.9	7
Department satisfaction ratings (1-5 scale)	100%	3.84	3.81	4.0
Personnel letters and requisitions evaluated and processed	3,059	2,584	2,500	2,500
Council and Finance Letters evaluated and processed	601	457	450	450
Personal Service Contracts reviewed, evaluated and processed	404	395	300	300
<b>Activity Costs</b>	<b>\$2,952,090</b>	<b>\$2,959,041</b>	<b>\$2,982,363</b>	<b>\$3,312,519</b>

**CITY OF DETROIT**  
**Budget Department**  
**Financial Detail by Appropriation and Organization**

<b>Budget Operations</b>	<b>2002-03 Redbook</b>		<b>2003-04 Dept Final Request</b>		<b>2003-04 Mayor's Budget Rec</b>	
	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<b>Budget Department Operations</b>						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00226 - Budget Department Operations						
120010 - Budget Operations	32	\$2,982,363	33	\$3,347,569	31	\$3,312,519
<b>APPROPRIATION TOTAL</b>	<b>32</b>	<b>\$2,982,363</b>	<b>33</b>	<b>\$3,347,569</b>	<b>31</b>	<b>\$3,312,519</b>
<b>ACTIVITY TOTAL</b>	<b>32</b>	<b>\$2,982,363</b>	<b>33</b>	<b>\$3,347,569</b>	<b>31</b>	<b>\$3,312,519</b>

**CITY OF DETROIT**  
**Budget Development for FY 2003 - 2004**  
**Appropriations - Summary Objects**

	<b>2002-03 Redbook</b>	<b>2003-04 Dept Final Request</b>	<b>2003-04 Mayor's Budget Rec</b>
<b>AC0512 - Budget Operations</b>			
<i>A12000 - Budget Department</i>			
SALWAGESL - Salary & Wages	1,802,364	1,945,221	1,907,255
EMPBENESL - Employee Benefi	906,077	1,107,830	1,112,509
OPERSUPSL - Operating Suppli	55,500	57,500	55,501
OPERSVCSL - Operating Servic	211,422	230,018	228,504
OTHEXPSSL - Other Expenses	7,000	7,000	8,750
<i>A12000 - Budget Department</i>	2,982,363	3,347,569	3,312,519
<b>AC0512 - Budget Operations</b>	<b>2,982,363</b>	<b>3,347,569</b>	<b>3,312,519</b>
<b>Grand Total</b>	<b>2,982,363</b>	<b>3,347,569</b>	<b>3,312,519</b>

**CITY OF DETROIT**  
**MAYOR'S 2003/2004 RECOMMENDED BUDGET**

**Budget Department**

Appropriation	REDBOOK FY		DEPT REQUEST		MAYORS FY	
Organization	2002	2003 FTE	FY 2003	2004 FTE	2003	2004 FTE
Classification						
<b>00226 - Budget Department Operations</b>						
<b>120010 - Budget Operations</b>						
Budget Director		1		1		1
Deputy Budget Director		1		1		1
General Manager - Budget		1		1		1
Manager II - Budget		3		3		3
Manager I - Budget		9		9		9
Sr Budget Analyst - Exempted		3		3		3
Senior Budget Analyst		9		9		8
Administrative Specialist I		1		1		1
Executive Secretary III		1		1		1
Executive Secretary II		1		1		1
Principal Clerk - Exempted		1		1		1
Principal Clerk		1		1		1
Senior Clerk		0		1		0
<b>Total Budget Operations</b>		<b>32</b>		<b>33</b>		<b>31</b>
<b>Total Budget Department Operations</b>		<b>32</b>		<b>33</b>		<b>31</b>
<b>Agency Total</b>		<b>32</b>		<b>33</b>		<b>31</b>